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## St. Joseph County AI Task Force Meeting Summary - 11/13/24

### Overview:

The St. Joseph County AI Task Force convened on November 13, 2024, primarily to review agenda items for the first AI Steering Committee meeting later in the day. The task force discussed key AI policy topics and shared updates on new AI tools and projects. The focus was on preparing the steering committee to address various policy and governance issues associated with AI's integration into county operations.

### Key Discussion Points:

#### 1. AI Steering Committee Orientation:

- The initial meeting of the AI Steering Committee is intended to introduce members to foundational AI issues, with task force members expected to support this orientation.
- Committee composition was reviewed, including roles and membership confirmations.

#### 2. Demonstration of New AI Tools:

- A preview of "Napkin AI," an AI-powered tool for generating visual diagrams from text, was presented. The tool helps convert textual information into clear visuals, useful for reports and presentations.
- Updates on the availability of ChatGPT's voice mode were provided, with discussions on technical setup challenges on county devices.

#### 3. Policy and Ethical Considerations for AI:

- The task force outlined several AI policy topics to guide the steering committee's discussions:
  - **Data Privacy and Security:** Establishing data handling standards, especially in sensitive areas like law enforcement and public records.
  - **Accountability and Quality Control:** Defining oversight mechanisms to ensure AI-generated content accuracy and assigning responsibility for potential errors.
  - **Transparency and Bias:** Addressing algorithmic fairness, particularly in public safety and judicial applications, and creating standards for transparency in AI usage.
  - **Workforce Impact:** Emphasizing AI as a tool for efficiency rather than replacement, to alleviate staff concerns about job security.
  - **Oversight Mechanisms:** Discussing the AI Steering Committee's role in ongoing monitoring and policy enforcement across departments.

4. **AI Use Case - Friend of the Court (FOC) Analysis:**
  - A case study demonstrated AI's potential to analyze complex legal cases, simulating child custody decision-making. The AI used training data to generate recommendations based on judicial best practices, raising both opportunities for improved efficiency and concerns about reliance on AI for decision-making in sensitive contexts.
5. **Cold Case Analysis:**
  - A prospective AI application for analyzing cold case files was discussed, emphasizing the need for redacting sensitive data to protect privacy and adhere to legal standards.
6. **Future AI Use Cases and County AI Strategy:**
  - Members discussed the importance of responsible AI use, acknowledging that many counties have adopted blanket bans on AI. The task force plans to present AI as a powerful tool when used with appropriate safeguards, offering St. Joseph County a chance to lead responsibly in government AI application.
7. **Long-term Vision and Task Force Role:**
  - The task force will continue meeting regularly to explore AI applications, while the Steering Committee will focus on broader governance and policy oversight.

### **Action Items:**

- **Steering Committee Preparation:** Members to present use cases and emphasize AI's efficiency benefits.
- **Policy Development:** Finalize a framework on key policy topics for the steering committee's review.
- **Future AI Testing:** Plan for live testing of AI capabilities, including advanced use cases and potential tools for efficiency tracking.